

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

January 31, 2007

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<b>TITLE:</b>	Clinical Laboratory Specialist
<b>POSITION NO:</b>	09734
<b>LOCATION:</b>	Public Health & Safety Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MEA/MFT
<b>PAY BAND:</b>	Pay Plan 20, Pay Band 6
<b>STARTING SALARY:</b>	\$37,606 - \$40,713 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	No

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, February 14, 2007**. For further information visit the DPHHS website: [www.dphhs.mt.gov](http://www.dphhs.mt.gov)

**SPECIAL INFORMATION:** Physical demands may include long periods of time standing at the work bench or may involve sitting at a microscope for extended periods of time. The work of the Clinical Laboratory Specialists involves risk of daily exposure to infectious microorganisms. Must be licensed, or eligible for licensure, in the State of Montana to practice as a Clinical Laboratory Scientist or Specialist.

**TYPICAL DUTIES:** This position performs tests in a clinical laboratory setting in the areas of microbiology for the isolation and identification of infectious agents; serologic testing for the purpose of diagnosis of disease and determination of immune status to prevent spread of disease; chemical testing to detect inborn errors of metabolism in newborn children, and molecular biology for amplification and detection of genetic material to diagnose disease.

**KNOWLEDGE, SKILLS AND ABILITIES DESIRED:**

**Knowledge:** Knowledge of basic clinical test methodologies and pathophysiologic and biochemical basis for various laboratory procedures.

Skills: Skill to communicate orally and in writing with members of the health care team, representatives of external regulatory agencies and service consumers; operate complex computerized analytical instrumentation and computerized laboratory data information system.

Abilities: Ability to conduct laboratory tests; troubleshoot, evaluate, validate, establish and maintain quality assurance and safety programs; interpret technical acceptability of test results and serve as primary reference contact for consultation of test methodologies, test results and interpretations for clinical laboratory scientists working in hospitals, clinic laboratories, primary care physicians and public health officials throughout Montana.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in Microbiology, Medical Technology, Chemistry or other science-related field is required **AND** 2 years experience in a CLIA approved clinical laboratory certified for performing high complexity testing. Must be licensed or eligible for licensure in the State of Montana to practice as a Clinical Laboratory Scientist or Clinical Laboratory Specialist.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, Rev.7/99 or 5/01);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** Department of Public Health and Human Services, PO Box 4210, Helena MT 59604); and
4. Photocopy of clinical license or evidence of eligibility of licensure if applicable.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees

retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.